

# KIPDA DISTRICT EARLY INTERVENTION COMMITTEE MEETING

June 26, 2006

## Minutes

K.I.D.S. Center, Louisville, Kentucky

Members/Designees Present: Angie Guest, Heather Holt (for Becky Skrine), Sheilah Miles (for Christie Dwyer), Ann Finney, Cindy Holmes, Shawna White, Sue McGill, Jon Lee, Jill Lemmenes, Barbara Borie, Melinda Atkins, Sandy Milburn, Eileen Deren.

Members/Designees Not Present or Represented: Carrie Bearden, Lynn Webster, Michele Harmon, Karen Pass, Julie Leezer, Mona McCubbin, Ann Phillips.

Staff Present: Alicia Dailey, Sandra Duverge, Cathy Moser.

Guests Present: None.

SUBJECT	DISCUSSION	ACTION
Minutes	May's minutes were reviewed.	Minutes were approved as written.
Point of Entry Report	Cindy Holmes reported. <u>Referrals:</u> 206 for May. <u>Child Find:</u> 1) Sheila Sanders provided information on First Steps to Building Blocks Day Care. 2) Sheila Sanders provided information on First Steps to Families Through International Adoptions. 3) Shawna Dellecave provided information on First Steps to the Cabinet for Children and Families, Spencer Co. <u>Issues:</u> 1) Sommer Mullins has resigned effective 6/30/06 to move to Florida. They are in process of filling that position. 2) 45-Day Data: For April: 76% of IFSPs occurred within 45 days, 18.3% delayed by parent, 0 delayed by ISC and 5.6% delayed due to other reasons. For May: 60.86% of IFSPs occurred within 45 days, 32.6% delayed by parent, 0 delayed by ISC and 6.5% delayed due to other reasons. Other reasons for delay included obtaining medical evaluation, provider difficulty finding interpreter, provider shortage and an additional assessment was requested.	

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	<u>Shortages</u> : Shortages are beginning to be a critical issue for KIPDA, as well as many districts in the state. 1) OT/SLP with feeding & oral expertise – all counties; 2) SLP – all counties; 3) PT – all counties.	
Technical Assistance Team Report	<b>Program Consultant Report: 1) Sandra Diverge reported.</b> A) There will be a session at the Infant Toddler Conference where the parent consultants will be presenting; B) She is working on a “voice over” of the slides to put the Family Orientation on DVD. PSCs could take it to parents. Asking for joint funding from Lincoln Trail and KIPDA DEICs. Would have to pay for production in a recording studio. A suggestion was made that a U of L student could do the “voice over” at the U of L radio station. Another suggestion was made that Mary Jeffries be the “professional voice.” It would not cost a lot to make copies of the DVD. It would be given to families after their initial IFSPs. DEIC members liked the DVD idea. A suggestion was made to shorten the presentation to 15 minutes. 2) <b>Alicia Dailey reported.</b> A) DPH has hired the Quality Assurance staff person. B) Meredith Brown will begin interviewing for the Training Coordinator. C) <b>Cathy Moser reported.</b> Overall, she is seeing a lot of improvement. Outcomes are measurable. There is no duplication of services anymore. There is good documentation on transferring skills to parents. She is not seeing documentation of collaboration among IFSP team members. Therapists need to document phone calls and overlapping visits. She is not seeing documentation of the primary service provider (PSP). There are system barriers that are preventing implementation of this model. Cathy stated she would like to see good policies and procedures about how to write reports and staff notes that are consistent with the consultative model.	The DEIC requested that Sandra obtain an estimated cost before voting on helping to finance it.
Transition: Jefferson Co. Early Childhood Interagency Transition Agreement	Several questions were asked and comments made about the agreement, including the following: 1) To what does the DEIC signature on the regional interagency agreement commit us? Someone responded that it commits us to the same things as the current agreement with JCPS. 2) Family survey and the respective roles of JCPS and PSCs. We are unsure how the current agreement will be folded into the new agreement (See 8.1 & 8.2). 3) Referencing IDEIA of 2004. 4) The distinction that First Steps makes between PSC quarterly meetings and provider meetings should be reflected in the document. 5) It is the Point of	Alicia will confirm with Brenda Mullins that the purpose for her coming is to answer questions about the regional interagency agreement.  All DEIC members are asked to read the document and be prepared to ask Brenda questions.

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	Entry (POE) that maintains a list of providers, not the TAT (See p. 10). 5) First Steps support of the use of the Kentucky Early Childhood Standards (p. 42, G2.2 & G2a): do we understand the implications on testing instruments for First Steps? Right now, First Steps does not restrict evaluation instruments. The KEC standards would restrict them greatly. 6) First Steps seeking training of providers on the standards: who will be responsible? Also, providers will need more than a workshop on the standards in order to implement them.	
Treasurer's Report	Angie Guest reported. 1) We spent the entire \$1000 grant – we paid the Clifton Center for all of next fiscal year and we bought stamps. 2) We were able to raise funds from the provider fair.	
Marge Allen and Jim Henson Awards	1) No decision has been made yet about the funding for this year's awards. Suggestion was made again that the KIPDA DEIC could pay for the awards every year, go through the same selection process as the ICC and get the credit for funding the awards. 2) Another suggestion was reiterated that the Infant Toddler Institute could add \$1-\$2 to the registration fee next year to cover the awards.	Tomorrow at the ICC Executive Committee meeting, Cindy Holmes will state the KIPDA DEIC's willingness to pay for the awards.
Providers Who Indicated They Do Not Bill Insurance on Bio Sheet for Provider Fair	Angie Guest reported. Alicia had informed Angie prior to the provider fair that providers who indicated on their bio sheet at the provider fair that they did not bill insurance were out of compliance with the 2:200 regulation and that the insurance billing question should be removed for next year's bio sheet. Angie stated that providers who stated that they did not bill insurance will receive a letter from the KIPDA DEIC reminding them that this is against the regulations.	Angie will draft a letter, send it to Barbara Borie who will send it out to the DEIC for comment.

**Next meeting: July 24, 2006, 11:00 a.m. -12:30 p.m.  
Board Room, K.I.D.S. Center, 982 Eastern Parkway**

**Agenda:**

**Q& A about Jefferson County Early Childhood Interagency Transition Agreement and Jefferson County Community Plan  
with Brenda Mullins**